

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	2253
Job Title:	Executive Director of Continuing Education
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Administration
Job Summary	<p>The Director must work closely with the Schools , Admissions, Academic Records and other UHCL offices to ensure that proper logistical support is provided at all off-campus teaching centers, including, but not limited to, the delivery of academic advising and the coordination of student support services. In addition, the Director provides logistical support for faculty teaching at a distance. The Director will supervise staff assigned to work off-campus. Participation in campus and UH System Committees, assisting with distance education training, assessment and reporting when required. When requested by the schools, the Director can assist in market development. The Director also works closely with the Schools, Admissions and Academic Records in marketing UHCL distance education programs to facilitate the achievement of the university's enrollment management goals. The Director is also responsible for assessing and coordinating the delivery of services to off-campus students that will help improve student retention and success.</p>

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	in Higher Education, Education, or a related field.	Required	
Doctoral Degree	Doctorate in Higher Education, Education, or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum of five (5) years' experience coordinating and marketing continuing education programs or experience in a related field at a college or university.	Required	
Some	Experience in educational partnerships and community engagement.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of continuing education programs and initiatives and community engagement best practices.	Proficient
• Ability to engage community partners and match their requirements to university resources.	Proficient
• Interpersonal skills to build relationships and interact with internal and external constituents.	Skilled
• Ability to interact effectively with a diverse community population.	Proficient
• Ability to lead team efforts to facilitate program objectives and manage associated budgets.	Skilled
• Supervisory skills to manage and lead staff.	Skilled
• Competent oral and written communication skills.	Skilled
• Proficiency with PC software applications in a Windows environment.	Proficient
• Ability to work independently with minimal supervision.	Proficient
• Ability to exercise discretion and independent judgment and act upon decisions within the scope of delegated authority.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Identifies, develops, and promotes continuing education and workforce training initiatives and opportunities through community engagement with educational, business, and industry partners.	30%
• Collaborates with community partners to identify and develop continuing education programs and advance relationships with the university.	20%
• Collaborates with the university's colleges to identify continuing education opportunities and initiatives to promote corporate and community partnerships at the Pearland Campus.	15%
• Directs marketing of continuing education initiatives and programs through partnerships with corporations, community colleges, community groups, and health organizations to advance continuing education opportunities at the Pearland Campus.	10%
• Develops budget recommendations, and manages budget allocations for the development, implementation, and marketing of continuing education programs.	10%
• Collaborates with the College of Human Sciences & Humanities with the formulation, implementation, and advancement of Pearland's Center for Workforce Communities.	5%
• Manages program operations, including supervision of staff.	5%
• Performs all other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description